

ADMINISTRATIVE SERVICES  
FACILITIES AND SUPPORT SERVICES  
RECORDS MANAGEMENT AND CONTROL

870211-01

Application Number

APPLICATION FOR

AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date: January 26, 1987

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received

Application No.

Date Completed

FEB 11 1987

86-38-A

MAR - 3 1987

Record Series Title: 86-38, JTPA Participant Follow-Up Interview Files.

Person to Contact: Paul Hemmann

Item number to be amended: 12

Telephone No. 656-7392

Reads as follows: Cut off file at end of State Program Year (State Fiscal Year).  
Hold in current files area 12 Months, transfer to State Records Center; hold 3 Years, then destroy.  
Destroy records only after completion and release of all State and Federal audit requirements, litigation and/or claims.

Amended to read: Cut off file at end of each: Calendar Quarter; Hold in current files area 3 months; then transfer to State Records Center; hold 3 Years and 6 Months, then destroy.  
Destroy records only after completion and release of all State and Federal audit requirements, litigation and/or claims.

Reason for change: This change is necessary due lack of space in current files area. Current volume of records is 30 to 35 cu. ft., semi-annually, also, it is not anticipated change would effect Monthly reference rate on records at State Records Center.

AUTHORITY:

Division Director/Designee

*H. L. Weerman*

Date 2/4/87

Records Management Officer (RM&C):

*James J. P. [Signature]*

Date 2/6/87

Chief, Records Management and Control:

*William B. Johnson*

Date 2-9-87

Assistant Commissioner (Administration):

*Ray Hollingworth*

Date 2-6-87

State Auditor/Designee:

*W. H. [Signature]*

Date 2-7-87

Secretary of State/Designee:

*Edward Weldon*

Date 2/16/87

Attorney General/Designee:

*[Signature]*

Date 3/3/87



## APPLICATION FOR RECORDS RETENTION SCHEDULE

Administrative Services  
Facilities and Support Services  
Records Management and Control

INSTRUCTIONS: The Records Management Officer of the Records Management and Control Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Records Management and Control, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Georgia Department of Labor Job Training Division 501 Pulliam Street, S.W. Atlanta, Georgia 30312	Application Number	86-38
Application Number		Date Received MAY 5 1986	Date Completed JUN 5 1986
2. Person to Contact Mr. Paul Hemmann		Working Title Statistical Analyst	Telephone Number 656-7392
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1983   Latest Present		5. Record Series Title (followed by title used in office, if different) JTPA Participant Follow-Up Interview Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The Job Training Division is the entity responsible for state level administration of the Georgia Job Training Partnership. Its specific responsibilities are to support state level program administration, provide staff support to the Advisory Council, initiates statewide job creation activities, fund a major share of the statewide management information system, and ensure the development and availability of labor market information as needed. The Planning and Evaluation Section of the Division is responsible for the collection of statewide participant follow-up data. All trainees from job-directed programs funded under Title II-A are contacted by telephone and interviewed thirteen weeks after they leave the program. Follow-up is carried out by Georgia State University. Follow-up data is incorporated into the statewide management information system. Availability of follow-up data greatly enhances the program evaluation capability at both the state and local levels.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: Contacting Job Training Partnership Program participants to collect employment information 13 weeks after leaving program.  Included are: "CENTER FOR PUBLIC AND URBAN RESEARCH, JTPA FOLLOW-UP" (Interview instrument used by contractor at Georgia State University, Atlanta, Georgia)          File is arranged: Weekly batches by date participants left the program.			
8. Monthly Reference Rate 750 How often are records referred to which are: One to six months old <u>Infreq.</u> ; Seven to twelve months old <u>Infreq.</u> ; Thirteen to twenty-four months old <u>Infreq.</u> ; twenty-five months and older <u>Infreq.</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>52 + boxes</u>			

(Over)

DOL-144 (R-5/85)

X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Privacy Act of 1974
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Data entered into computer-- reports generated will be scheduled separately
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? reports generated will be scheduled separately

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 1 _____ years. |
| c. Federal Law           | _____ years. | f. Federal retention instructions | 3 _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

- e. Administrative need - one additional year, need based on previous similar programs
- f. Federal retention instructions - 3 years 20 CFR 629.35(e)(f) Fed. Mgt. Cir. A-102

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☒ Other State Program Year then.  
(State Fiscal Year)

- ☒ Hold in the current files area 12 month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 3 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

NOTE: Destroy records only after completion and release of all State and Federal audit requirements, litigation and/or claims.

These instructions apply to all prior and future accumulations of the series.

Assistant Com - JTD (Signature)	Date	Records Management Officer (Signature)	Date
<i>H. J. Weissman</i>	4/4/86	<i>James D. Bishop</i>	5-1-86
Assistant Commissioner (Administration) (Signature)	Date	Chief, Records Management & Control (Signature)	Date
<i>Ray E. Hollingsworth</i>	5-1-86	<i>William H. Johnson</i>	5-1-86
State Records Committee (Signature)		Date	
State Auditor/Designee		6-4-86	
Secretary of State/Designee		5/13/86	
Attorney General/Designee		5/16/86	

(Reverse Side)